

TO: All Analysts
FROM: Chief, D/I
SUBJECT: Record of Country Time

28 October 1954

1. The division office has had an increasing number of requests calling for summary statements of research time spent in the country by D/I analysts. Much of this information has not been readily available or has been incomplete.

2. To facilitate the answering of future requests, it is requested that all analysts record country time promptly, in person, when returning to ORR with the secretary in room 2162 Q. To maintain an accurate division record the following information is needed:

- a. Time period worked
- b. Where
- c. Principal contact

[REDACTED] 25X1A

ORR:D/I
28 October 1954

[REDACTED] baf

25X1A

Distribution:
All Analysts

S-E-C-R-E-T